Windows XP (and similarly, 2000): Setting Up a Network Printer
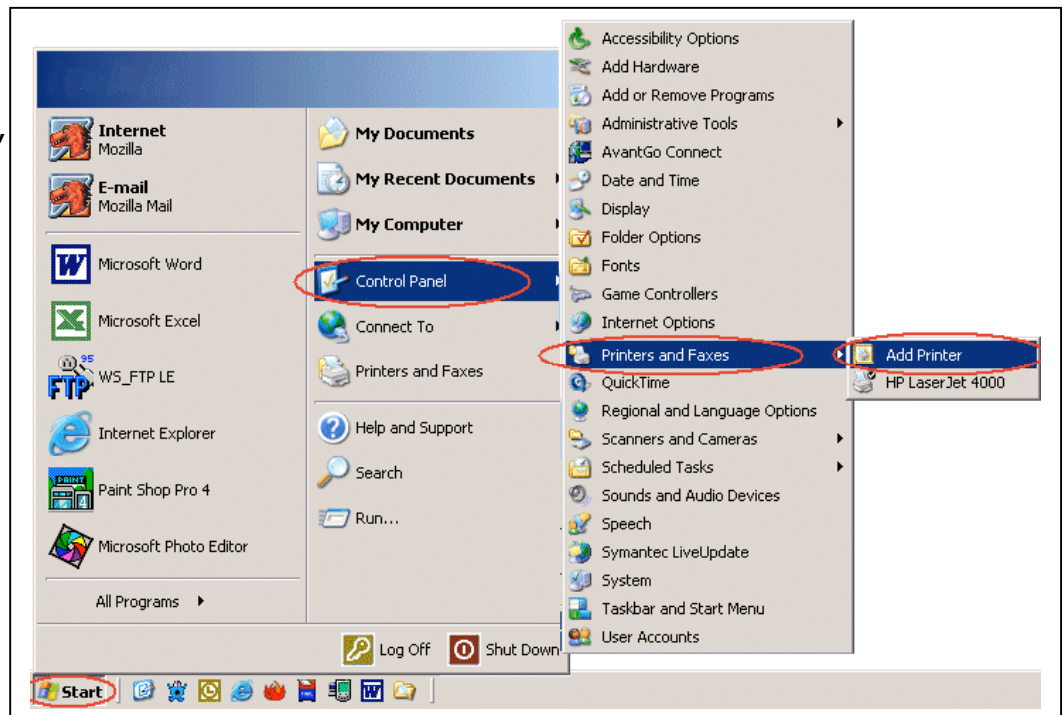
PREPARATION

In order to install a network printer, you must know the printer's **Manufacturer, Model Name**, and **IP Address:**
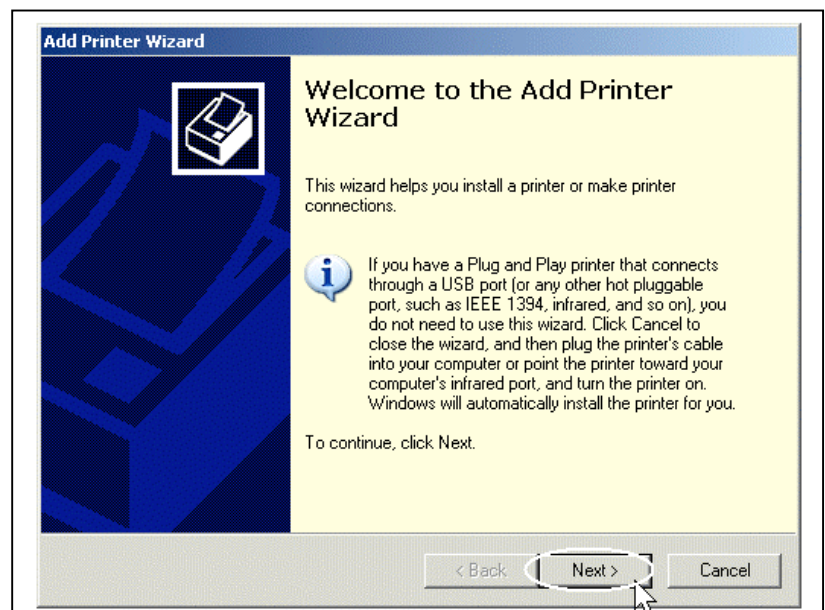*   The **Manufacturer** and **Model Name** can be found on the printer case; an example is HP LaserJet 4000N.
*   The **IP Address** can be found on a label attached to the printer; an example is 10.10.2.1

SETUP

1. *Click* on the **Start** button, then *click* **Control Panel**, then *click* **Printers and Faxes**, then *click* **Add Printer**.
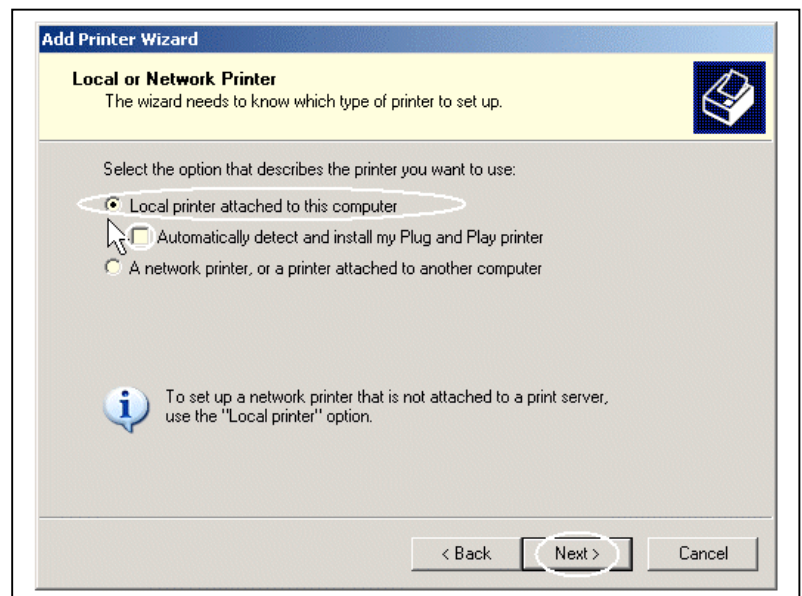

2. A new Add Printer Wizard window opens. *Click* **Next** to start.

3. *Select* **Local printer attached to this computer.** Ensure **Automatically detect and install my Plug and Play printer** is **NOT** checked.
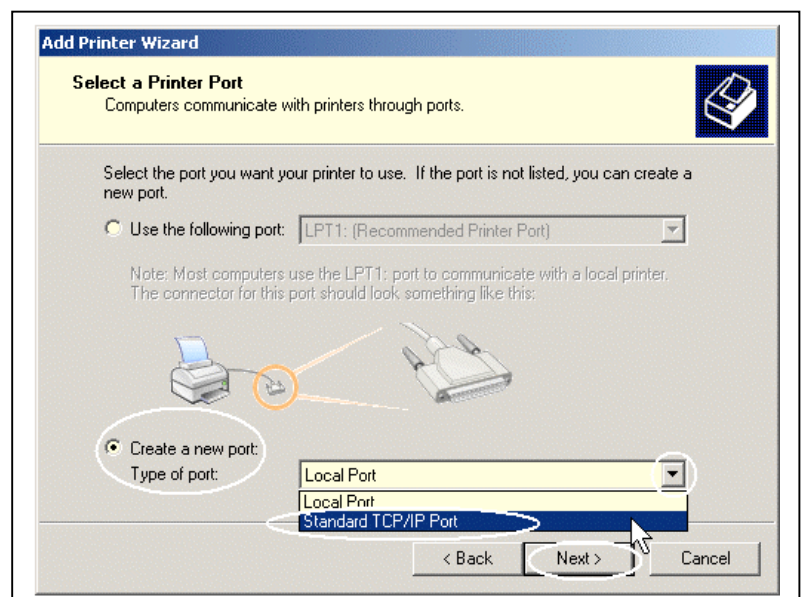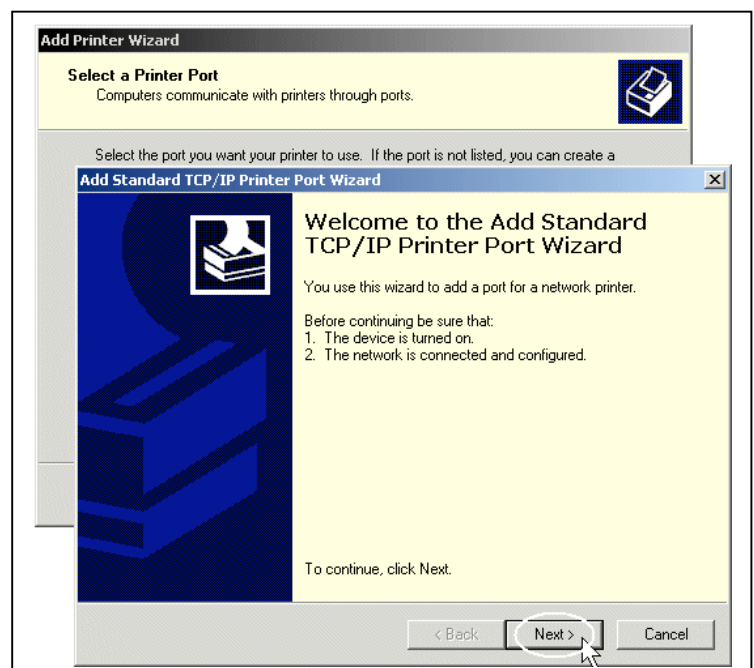
Add Printer Wizard

Local or Network Printer
The wizard needs to know which type of printer to set up.

Select the option that describes the printer you want to use:

⦿ Local printer attached to this computer
   ☐ Automatically detect and install my Plug and Play printer
○ A network printer, or a printer attached to another computer

ⓘ To set up a network printer that is not attached to a print server, use the "Local printer" option.

4. *Click* **Next** to continue.

< Back   Next >   Cancel

Add Printer Wizard

Select a Printer Port
Computers communicate with printers through ports.

Select the port you want your printer to use. If the port is not listed, you can create a new port.

○ Use the following port: LPT1: (Recommended Printer Port)

Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:

5. *Select* **Create a new port.**

6. Beside **Type of Port,** *click* on the **down arrow,** then *click* on **Standard TCP/IP Port.**
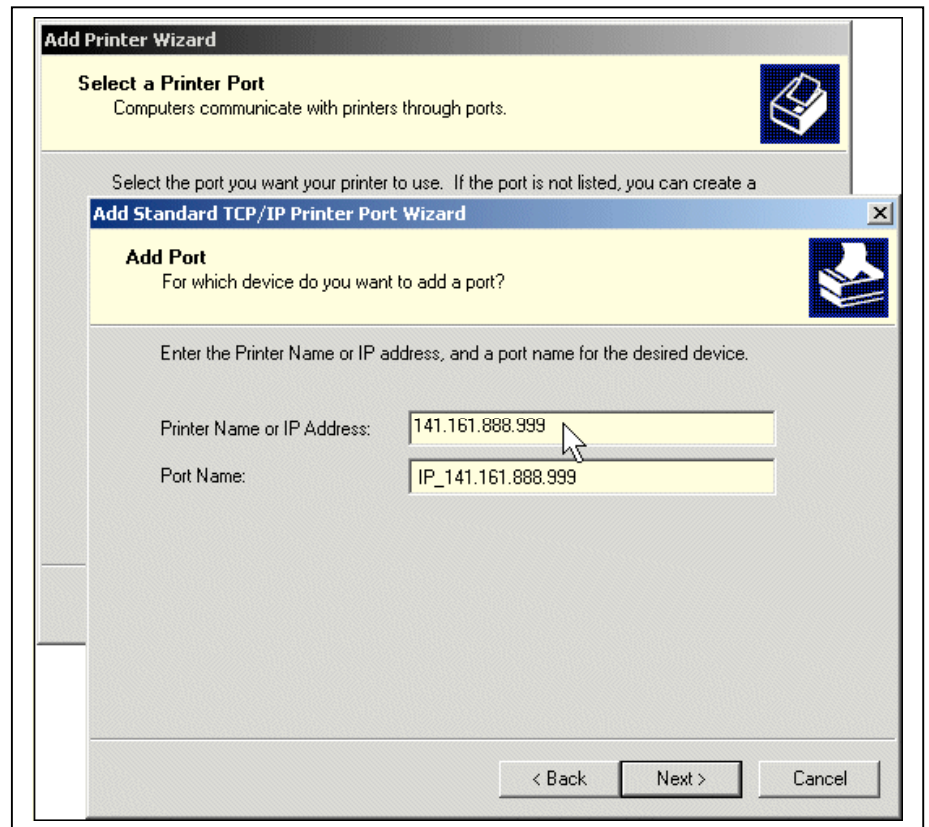
⦿ Create a new port:
Type of port: Local Port
                  Local Port
                  Standard TCP/IP Port

7. *Click* **Next** to continue.

< Back   Next >   Cancel

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8. A new Add Printer Port Wizard will open. *Click* **Next** to continue.

Add Printer Wizard

Select a Printer Port
Computers communicate with printers through ports.

Select the port you want your printer to use. If the port is not listed, you can create a

Add Standard TCP/IP Printer Port Wizard ✕

Welcome to the Add Standard TCP/IP Printer Port Wizard

You use this wizard to add a port for a network printer.

Before continuing be sure that:
1. The device is turned on.
2. The network is connected and configured.

To continue, click Next.

< Back   Next >   Cancel

9. *Enter* the printer's **IP Address** in the **Printer Name or IP Address** field.

Add Printer Wizard

Select a Printer Port
Computers communicate with printers through ports.

Select the port you want your printer to use. If the port is not listed, you can create a

Add Standard TCP/IP Printer Port Wizard

Add Port
For which device do you want to add a port?

Enter the Printer Name or IP address, and a port name for the desired device.

Printer Name or IP Address: `141.161.888.999`

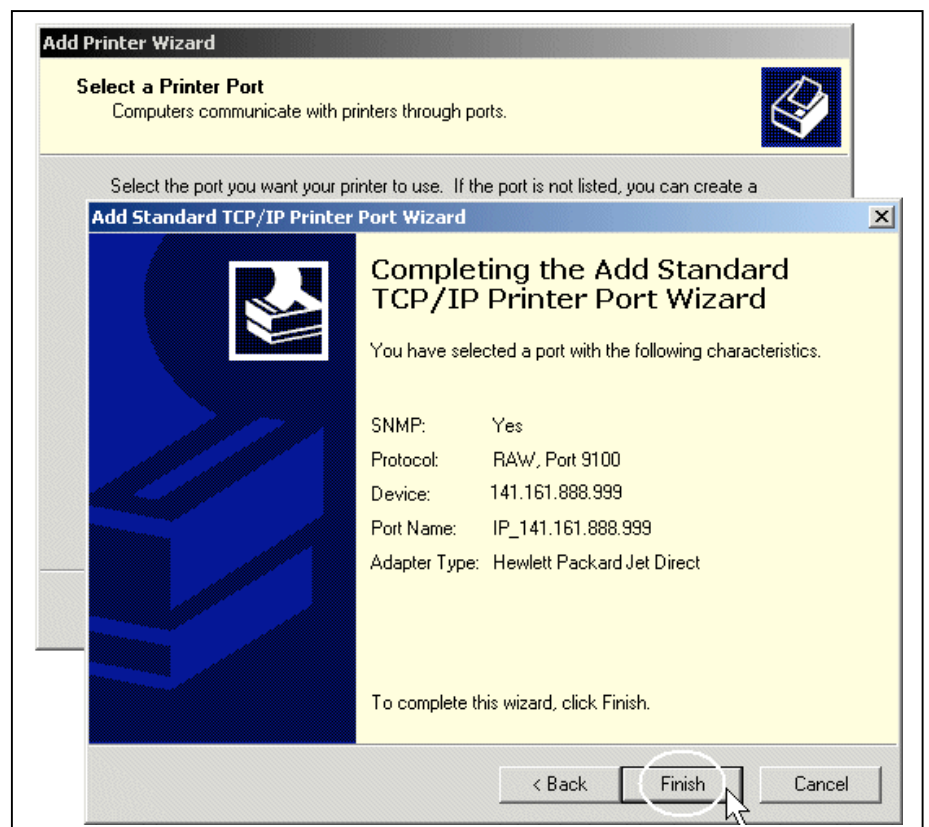Port Name: `IP_141.161.888.999`

< Back   Next >   Cancel

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10. The **Port Name** will automatically be filled when you enter the **IP Address**. Do not change the **Port Name**.

Click **Next** to continue.

IF YOU HAVE PROBLEMS – for example, "The device could not be identified". This message means that the IP Address for the printer is NOT available on the network. *Select* the **Back** button and make sure you entered the correct IP Address. Check to see that your network printer is powered on and displays a 'ready' status.

Add Printer Wizard

Select a Printer Port
Computers communicate with printers through ports.

Select the port you want your printer to use. If the port is not listed, you can create a

Add Standard TCP/IP Printer Port Wizard

Completing the Add Standard TCP/IP Printer Port Wizard

You have selected a port with the following characteristics.

SNMP: Yes
Protocol: RAW, Port 9100
Device: 141.161.888.999
Port Name: IP_141.161.888.999
Adapter Type: Hewlett Packard Jet Direct

To complete this wizard, click Finish.

< Back   Finish   Cancel

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11. *Windows XP* will scan the network to find the printer's IP Address. This may take a minute. *Select* **Finish** to continue.

12. *Windows XP* will select the detected printer Manufacturer and Model Number. You may have to change this selection.

NOTE: If the printer is listed but there is more than one Model Number to choose from, please select the model **PCL** HP and **PS** for Tektronix printers.
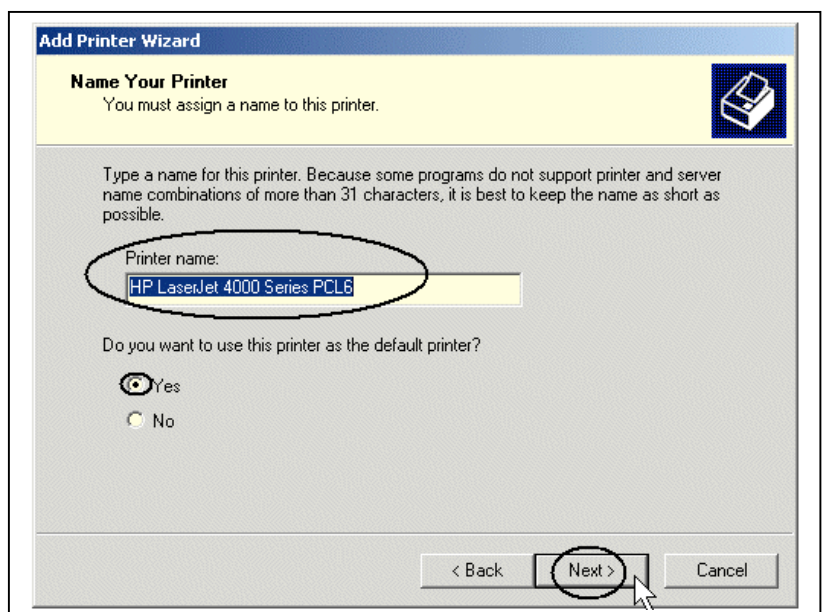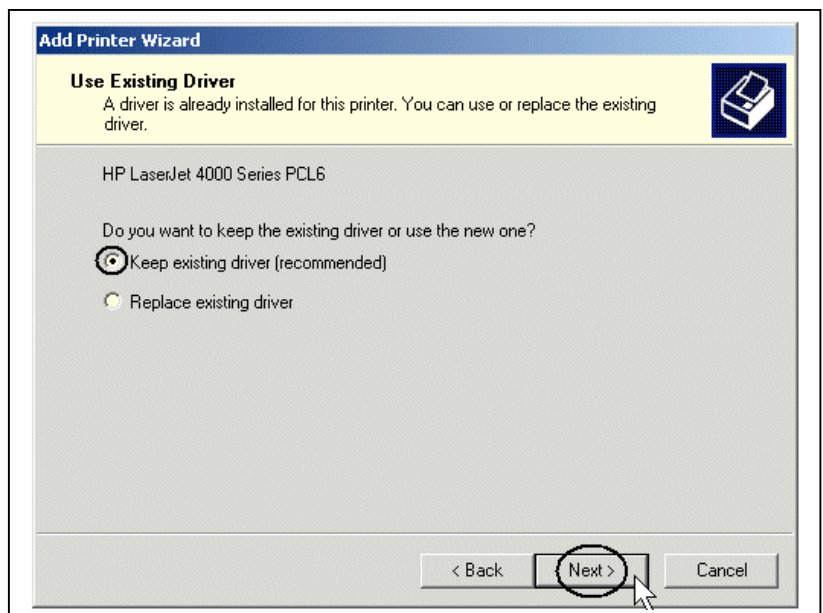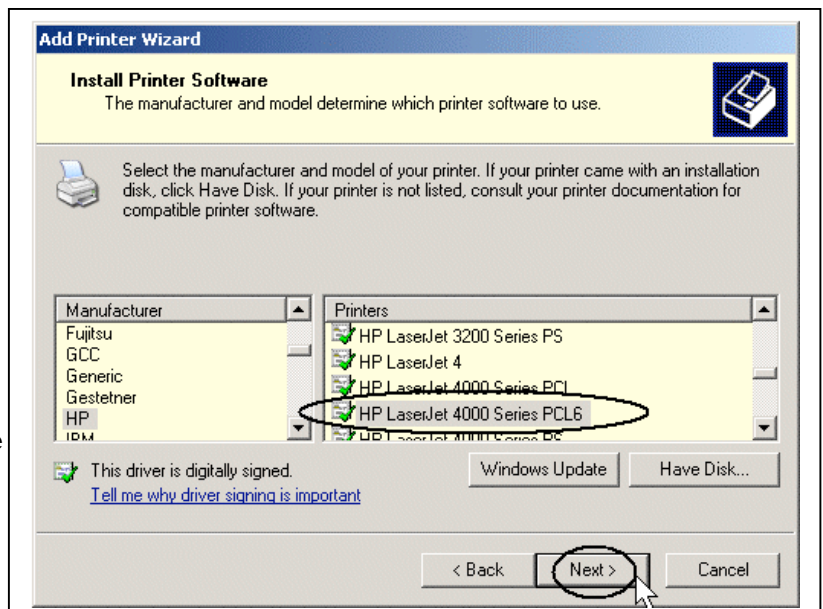
13. IF the network printer is NOT detected, *select* **Have Disk** and **Browse** to ALFS// AL Resources/ Software/ Windows Software/ Printer Drivers/. Go to the corresponding printer folder to find the correct .inf file, OR to a disk.

NOTE: You can *select* the **Windows Update** button to look for the proper software drivers on the Microsoft website, although it may not find them.
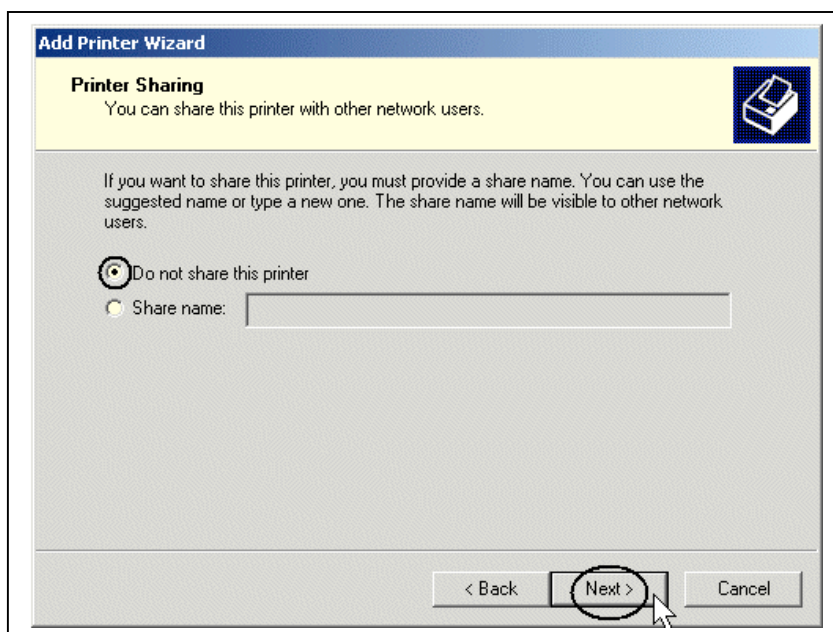
14. Confirm the selected printer driver, Ithen click Next to continue.

15. Assign the printer a **Name**. Use the default name, or enter another name.

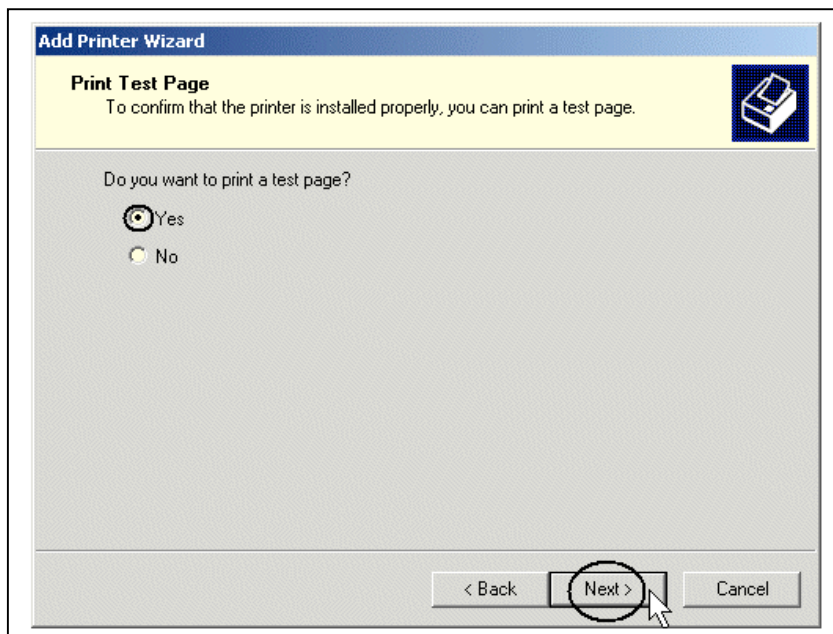**16**. *Select* **Yes** if you want to use the printer as the default printer. *Click* **Next** to continue.

17. Select Do not share the network printer, then click **Next** to continue.

Add Printer Wizard

Printer Sharing
You can share this printer with other network users.

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

◉ Do not share this printer
○ Share name: [   ]

< Back | Next > | Cancel

18. *Select* **Yes** to print a test page, then *click* **Next** to continue.

19. Check the network printer to ensure the test page printed. *Select* **Yes** when prompted to confirm a successful test page, then click Next to continue.

20. *Click* on the **Finish** button to complete the Add Printer Wizard.

Add Printer Wizard

Print Test Page
To confirm that the printer is installed properly, you can print a test page.

Do you want to print a test page?
◉ Yes
○ No

< Back | Next > | Cancel

Congratulations! If the test page printed, the network printer is successfully installed.
Set Properties for duplexing and additional paper trays.